

CRIMINAL IDENTIFICATION AND INTELLIGENCE SUPERVISOR



State of California
**DEPARTMENT
OF JUSTICE**
P.O. Box 944255
Sacramento, CA 94244-2550

DEPARTMENTAL PROMOTIONAL STATEWIDE

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE **September 10, 2012**- Examination Applications (Form STD. 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications must have an original signature. Applications postmarked, personally delivered, faxed or received via interoffice mail after the final filing date will not be accepted for any reason.

WHO CAN APPLY

Persons who meet the minimum qualifications by the final filing date as stated in this bulletin. Applicants must have a permanent civil service appointment with the Department of Justice as of the final filing date in order to take this examination. Employees who have limited-term appointments in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in department promotional examinations in the department or must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code (GC) Section 18990; or 2) a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in GC Section 18992; or 3) persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC Section 18991.

HOW TO APPLY

Examination applications (Form Std. 678) may be downloaded from the California Department of Human Resources' website at www.calhr.ca.gov Applications must be mailed to or filed in person with:

Mailing Address:
Department of Justice
Testing and Selection Unit
P. O. Box 944255
Sacramento, CA 94244-2550

File in Person:
Department of Justice
Testing and Selection Unit
1300 "I" Street, 1st Floor Lobby
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA HUMAN RESOURCES, ONLINE,
VIA INTER-AGENCY MAIL OR FAX.**

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in Question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

QUALIFICATIONS APPRAISAL INTERVIEW SALARY RANGE

We anticipate Interviews being held in October/November 2012.

\$4522-\$5460

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Positions exist with the Department of Justice statewide.

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REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", or "Or II", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

NOTE: Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable).

MINIMUM
QUALIFICATIONS

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirements.

Either I

1. One year of experience in the California state service performing criminal identification or intelligence duties comparable in level of responsibility to those of a Criminal Identification Specialist III or Criminal Intelligence Specialist III; **or**
2. Two years of experience in the California state service performing criminal identification or intelligence duties comparable in level of responsibility to those of a Criminal Identification Specialist II or Criminal Intelligence Specialist II;

Or II

Experience: Four years of increasingly responsible experience performing the technical phases of criminal identification or intelligence work in a governmental law enforcement agency, including at least one year of supervisory experience. **And**

Education: Equivalent to completion to two years of college.

DEFINITION OF TERMS

"Performing duties comparable to....." means the applicant must have State service experience of appropriate type and length in a class at the same (or a higher) level of responsibility as the class specified.

"Equivalent to completion of two years of college" – completion of 60 semester units or 90 quarter units.

POSITION
DESCRIPTION

The Criminal Identification and Intelligence Supervisor classification is used by the Department of Justice to plan, develop, coordinate, implement, and supervise programs for the identification of persons and property, and the development of criminal intelligence information. This is the full supervisory level. Incumbents supervise, coordinate, and review the work of Criminal Identification Specialists or Criminal Intelligence Specialists in technical identification or intelligence units of a section within the various branches of the Division of Law Enforcement. Incumbents may also assist in preparation of budgets and planning, developing and implementing programs.

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EXAMINATION
INFORMATION

This examination will consist of an In-Basket Exercise and Qualifications Appraisal Interview (QAP), weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR ANY PHASE OF THE THE EXAMINATION WILL BE DISQUALIFIED.**

IN-BASKET/QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%

In-Basket Exercise

This testing component measures the following abilities:

Ability to:

1. Analyze and evaluate complex information and problems.
2. Develop effective solutions.
3. Present information effectively both orally and in writing.
4. Plan and direct the work of others.
5. Act independently.
6. Display tact.
7. Be adaptable.
8. Display good judgment.

Qualifications Appraisal Interview (QAP)

This testing component measures the following knowledges and abilities:

Knowledge of:

1. Progressive discipline process.
2. Principles of personnel management, supervision and training.
3. Department's Equal Employment Opportunity Program and objectives, the supervisor's role and the process available to meet the program's objectives.
4. Department's Equal Employment Opportunities and objectives.

Ability to:

1. Present information effectively both orally and in writing.
2. Analyze and evaluate complex information and problems.
3. Develop effective solutions.
4. Establish and maintain cooperative relations with law enforcement officers and others.
5. Principles of personnel management, supervision and training.
6. Make improvements in procedures.
7. Train subordinate employees.

SPECIAL PERSONAL
CHARACTERISTICS

Tact, open-mindedness, flexibility, adaptability, keenness of observation, patience, and good judgment.

VETERANS
PREFERENCE CREDITS/
CAREER CREDITS

Veterans' Preference Credits or Career Credits **do not** apply in this examination

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GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Department of Justice Offices (www.ag.ca.gov) California Department of Human Resources website at (www.calhr.ca.gov) and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
P. O. BOX 944255
SACRAMENTO, CA 94244-2550
(916) 324-5039